National Guard Bureau
ffice of Equal Opportunity
and Civil Rights

Lt Col Cory Lyman
MEO Program Manager

CMSgt Melvene Lanier
Senior Enlisted Advisor

Lt Col Bruce Stewart
Office of Personnel Transformation & Enhancement

MEO Program Update

- Field Annual Activity Summary
- Breaking Down the Requirement
- MEO Annual Report
- Drug Testing
- Rank Enhancement
- DEOMI
- Current State Concerns
- Great Ideas

Field Annual Activity Summary

2003-04 Estimates --- 67% of Wings Reporting

- Consultations-284 (3 per wing)
  - **How are these documented?**
- Informal Complaints-49 (.5 per wing)
- Formal Complaints-20 (.2 per wing)
  - **How are these documented?**
- Other Complaints-14 (.2 per wing)

Field Annual Activity Summary

- **Newcomers Classes-584 (6 per wing)**
  - **Attendees-5,163 (56 per wing)**
- **HRE Classes-520 (6 per wing)**
  - **Attendees-14,303 (155 per wing)**
- **KP Briefings -267 (3 per wing)**
  - **Attendees-1000 (11 per wing)**
- **POSH Attendees-12,429 (135 per wing)**

Field Annual Activity Summary

- Newcomers Classes-584 (6 per wing)
  - Attendees-5,163 (56 per wing)
- HRE Classes-520 (6 per wing)
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HOW ARE THESE TRACK

Tracking Training

- Request made in 2003 for new MilPDS tracking codes:
  - HRT - Being added
  - PSH - Being added
  - KPT - Currently in place
  - NEO - Currently in place
- Our request is currently ranked #224 out of #1308 (we used to be #83)

Pray for peace….

Field Annual Activity Summary

- **UCAs Conducted - 293**
  - **Average 3 per wing last year**
- **Out and About Visits - 196**
  - **Average 2 per wing last year**
- **Wing Climate Assessment Committee held - 22 (1 PER YR)**
  - **Average .2 per wing last year**

Breaking Down the Requirement

- Newcomers Classes - 4 Annually
- HRE offered 1-2 times per drill
  - Base Population 1,400
    - 1400 / 5 year rotation = 280 per year
    - 280 / 12 = 23 attendees
    - 280 / 24 = 12 attendees
    - NOTE: 35 PERSON CAPACITY

Breaking Down the Requirement

- Key Personnel Briefing - 4 Annually
- POSH - Every 2 years
  - Base Population 1,400
    - 1400 / 2 year rotation = 700 per year
      - **Group briefing**
      - **Video**
      - **Computer Based training**
      - **Other**

Breaking Down the Requirement

- UCA--Every 4 years
  - 18 units divided by 4
  - 4.5 UCAs Per Year

Future Note:

- FAMNET 5 launched (Web accessed)
  - Office or individual passwords
  - Portal for UCAs
  - Chat group, messages, resource posting

Breaking Down the Requirement

- Out and About visits--Every 2 years
  - 18 units divided by 2 (years)
  - 9 units visited annually
  - 3 staff members (3 units each per year)

- Wing Climate Assessment Comm
  - <u>One Annual Meeting</u>
    - Preparation--Aug and Sep
    - Meeting Held--Oct or Nov
    - Minutes Approved--Nov-Jan

MEO Annual Report

- 67.4% of Wings have reported
- Use the most current format
  - MEO Form 36-7 (12 April 03)
- Review it for reasonable data
  - "100 sessions of HRE w/ 100 attendees
  - "18 WCACs"

MEO Annual Report

29 MISSING

101 ARW, 105 AW, 107 ARW, 108 ARW, 110 FW, 115 FW, 117 ARW, 123 AW, 126 ARW, 128 ARW, 133 AW, 138 AW, 140 WG, 146 AW, 147 FW, 149 FW, 150 FW, 163 ARW, 165 AW, 166 AW, 169 FW, 173 FW, 175 WG, 176 WG, 177 FW, 179 AW, 180 FW, 184 BW, 193 SOW

Drug Testing

- Status Quo
- Most Frequently Mentioned Solution?

  …Counter Drug-Administered Joint Program
- With 67% of units reporting
  - 61% Shared between MDS & MEO
  - 13% All or Mostly MDS
  - 15% All or Mostly MEO

Rank Enhancement

- NCO EO Specialist has been Authorized for…..

Master Sergeant Rank!

Rank Enhancement

For their assistance, special thanks to…..

Command CMSgt Valerie Benton

CMSgt Rick Vansciver

Mr. Ron Wooten

MSgt Tim Collins

Col (ret) Dennie Lewis

DEOMI

- 72 out of 267 need DEOMI Training
- To register use your BETM!
- Reserve Comp. Course - Status Quo

- Most Likely Future Direction?
  - Lengthen Service Specific and/or
  - Follow-on training with Active Duty MEO

Note: Program Manager's Course Cancelled

Current State Concerns

- Complaint Processing Skills
  - Conference 2003, 2004
- UCA Skills
  - Conference 2003, 2004 (Wed/Thurs-Mr. Dallaire)
- Partnering with Diversity Efforts
  - Conference 2004 (Thurs-SMS Batiste, Lt Col Stewart)
- Balancing the Workforce
  - Conference Sessions 2004

Current State Concerns

- Inspection Preparation (ORI, UCI, HSI)
  - Conference 2003 (use of 2004 Sessions)
- Documenting Program and Actions
  - See ANGI 36-7 (use of AF Form 1271)
- Alternative Dispute Resolution
  - Conference 2004 Atlanta Justice Center
- Development of Training
  - CMSgt Lanier and Regional Discussion Groups

Current State Concerns

REGIONAL DISCUSSION GROUPS

Thursday

- Increasing attendance at HRE
- Drug Testing Demands
- Accessing Census Bureau information
- Supporting Geographically Separated Units (GSUs)

Current State Concerns

REGIONAL DISCUSSION GROUPS

Thursday

- Relating MEO to mission readiness
- Fully Staffing MEO Offices
- Partnering with HRAs & Diversity Efforts
- Communication--Functional Email List

ME.105AW@NYSTEW.ANG.AF.MIL

Great Ideas

- Key Personnel Handbook (137 AW, OK)
- Training Combined for HRE-*Diversity*-Substance Abuse **(113 WG, MD)**
- Video Purchased for training (ie: *Clown, New Perspectives,* Coastal, Inc.)
- Substance Abuse Education by Unit Career Advisors & Career Enhancement Counseling Prog (187 FW, AL)

Great Ideas

- Observation Questionnaire used during Out and About Visits (143 AW, RI)
- Base Diversity Council (167 AW, WV)
- Ethnic Observance Committee to oversee SEP (118 AW, TN)
- Community Partnerships, Guest Speakers (plans only)

Typical Statements

"The office is currently experiencing a lot of changes. We have a new Chief of MEO, we are revamping all of our training, revamping our drug testing procedures, preparing for future staff changes, reinvigorating our climate assessment program as well as attempting to portray a more positive role on base."

Final Items

- Affirmative Action Plan
- Human Resource Quality Board
  - Airmen Development Council
    - Demographics and Metrics
    - Mentoring
    - Recruiting and Retention
    - Community Partnerships and Publicity
    - Education and Training (Diversity)
    - State Assessment Visits

Final Items and Introductions

- MEO Officer/NCO of the Year
- Smart Card ™
- Lt Col Pamela Hayes, Acting MEO Program Manager
- Chief Melvene Lanier, Senior Enlisted Advisor to MEO Program